

## *It's that time again to renew your license*

Dear Licensee:

You have a license that expires on June 30, 2017. To continue practicing on or after July 1, 2017, your license must be renewed. As your last name begins with the letter M through Z, your license will be valid for two years expiring on June 30, 2019.

The online renewal system is now open. Renewal instructions are posted in the online renewal system. Specific information regarding the continuing education requirements and audit are available when you login to renew. To renew online, you must use the Internet Explorer browser and go to [www.dhmh.maryland.gov/optometry](http://www.dhmh.maryland.gov/optometry).

### FREQUENTLY ASKED QUESTIONS OPTOMETRY BOARD LICENSE RENEWAL

**1. Can I submit a paper renewal application?**

No. The renewal application is only available online.

**2. What is my password?**

Your password is the last four (4) digits of your social security number.

**3. I am a new graduate and applied within one year of graduation. I am applying for my first license renewal. Do I need CE credits?**

No. You are exempt from the continuing education requirements for the first license renewal. After the first renewal, you are required by regulation to earn continuing education credits for license renewal.

**4. What are my payment options for paying the renewal fee?**

You have two payment options. You can pay online by credit card (Visa or MasterCard) or elect to mail a check or money order (personal or third party).

If you elect to pay by check or money order, at the end of the application you will be directed to print a receipt to mail along with the payment to the Board. Mail your payment along with the receipt as soon as you complete the online renewal application. Do not send payment without a receipt. (Payments without receipts could be delayed). Allow up to seven (7) days for the Board to receive payment. Payment must be received or postmarked on or before the expiration date of your license. To insure timely receipt of your payment, all

payments should be submitted no later than 10 days before the expiration date. The Board does not accept payment in person or by phone at the Board office. Credit card payments are only accepted online.

**5. How long does it take to process a license renewal application?**

Completed applications are processed the next business day. However, your license is not renewed until the Board has processed both application and payment. The website will reflect your new expiration date two (2) business days after processing. If mailing a check, your license will be renewed after the Board receives and posts your payment.

**6. How do I get a copy of my receipt and license verification after renewing?**

If paying the renewal fee by credit card, you will be able to print a receipt of your payment and in two (2) business days print a copy of your license verification. If paying by check, once your payment has been processed by the Board, you will receive notification from the Board by email (email address provided in the application) that your license verification is available for printing.

**7. Can I make changes to my application after I have submitted it?**

You cannot make changes to the online application after it has been submitted.

**8. How do I make my license inactive?**

In Maryland, inactive license status is equivalent to an expired license. You can apply for inactive status if your license is currently active or within the 30 day grace period of the license expiration date. [Click here](#) to obtain an Inactive Status Application. Send the completed and notarized application with the \$250.00 fee to: Maryland Board of Optometry, 4201 Patterson Ave, Room 307, Baltimore, MD 21215.

**9. Will my license be renewed if I have a tax liability with the State?**

You cannot apply for license renewal until after the Board receives confirmation from the State Comptroller's Office that your tax liability has been resolved. Contact the Comptroller's Office at 410-974-2432.

**10. Do I need to notify the Board if I do not plan to practice in Maryland?**

You do not need to notify the Board. Your license will automatically expire if you do not renew it by the expiration date or place it on an Inactive Status.

**11. I did not renew my license and now it has expired. How do I reactivate my license?**

If your license has expired and you plan to continue practicing in Maryland, you must reinstate your license. Contact the Board at 410-764-4710 for a Reinstatement Application.

Contact the Board at [dhmh.optometry@maryland.gov](mailto:dhmh.optometry@maryland.gov) or on 410-764-4710 if there is any need for more information or clarification during the renewal process.

Sincerely,  
Kecia Dunham  
Administrative Specialist

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